



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

July 1, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-03

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Retroactive Changes to Optional Retirement Plans

When retroactive adjustments are processed for the Optional Retirement Plans (ORP's), both LASERS and TRSL require that the rate to be used is the rate at the time of the adjustment, rather than the rate for the period being corrected. However, in ISIS HR, the system uses the rate in effect for the period being corrected. This will cause problems when the retirement system rates are changed. In order to adhere to the requirements of LASERS/TRSL, a manual adjustment may be necessary to collect/refund the correct amount prior to OSUP forwarding the money to LASERS and/or TRSL. Agencies must contact OSUP prior to processing retroactive changes to ORP's. OSUP will work with each agency to determine if adjustments are necessary and to process the adjustments.

Agencies must also contact OSUP prior to processing retroactive changes to an ORP which will result in a refund. Neither LASERS nor TRSL will accept negative transactions. In order to collect the refund from the retirement systems, agencies will have to work with OSUP to complete change documents to be forwarded to the retirement systems. Once the money is collected, it will be deposited to the payroll clearing fund by OSUP. If agencies receive ORP refund checks, the checks must be forwarded to OSUP.

For questions and assistance in processing retroactive adjustments to ORP's, contact a member of the Wage and Tax Administration Unit (225):

Lawanna Green 342-0714  
Rhonda Desselle 342-8928  
Wendy Eggert 219-0191

Rachel Bryant 342-1651  
Dorothy Piazza 342-1652

JWC:APH:kmb